



EDINA BUILDING SAFETY POLICY/INFORMATION ₁			
Commercial Roofing		2015 MSBC Chapter 15	
subject		code reference	
Inspections Department		approval <i>A.D. Sch</i>	
department		approval	
SP-Com. Rf.	#1	6/04/2015	1 of 1
policy number	revision number	effective date	page number



Purpose: To establish submittal guidelines for commercial roofing permit applications and procedures for reviewing roof permit applications, issuing roof permits and inspecting roof permits.

Scope: All commercial roofing requiring a permit.

COMMERCIAL ROOF PERMIT REQUIREMENTS

REQUIRED: One electronic copy (preferred) or two paper copy of each of the following items must be submitted with this application.

1. Provide the full written scope of the project submitted to owner.
2. Provide the shop drawings/section view of new installation system, including structural components of the existing roof.
3. Provide the listing (name) of each specific manufacturer's product being installed.
4. Provide the flame spread documentation for any foam products being installed.
5. Provide the thickness of all products being installed.
6. Provide the fire tested assembly number designation. (U.L., Factory Mutual, ICC or other)
7. Roof systems shall be designed for **a 90 MPH with a 3 second gust wind** load in accordance with the 2015 MSBC Chapter 16 & Sections 1504.2, 1504.3 & 1504.4. Edge securement shall comply with Section 1504.5 and ANSI/SPRI ES-1.

Provide documentation.

8. Provide any documentation from a Minnesota registered structural engineer.
9. Provide a copy of the manufacturer's installation instructions.

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Are all the existing roofing materials being removed to the structural deck? Yes No
2. How many square feet is the existing roof? _____ How many square feet are being replaced? _____
3. What is the current type of roofing system? Built-up Membrane Other
4. What type of roofing system is proposed? Built-up Membrane Other
5. Will the new roofing materials reduce or increase the current dead load?
Increase Reduce No Change
6. If loading is to be increased, has a structural engineer been hired to review all allowable loads?
If the load increases, attach an Engineer's report. Report provided: Yes No
7. Are any new drainage devices being added or altered as part of the re-roof? Yes No
8. Per International Building Code Table 1501.1 what class designation is the new roof system?
A B C Non-classified
9. What overall R-value will the new roof produce? _____
11. Per International Building Code Sections 2603.4, 2603.4.1, and 2603.10 will a thermal barrier be required as part of the re-roofing project? Yes No
12. Will any electrical, plumbing, gas or mechanical items on the existing roof need to be disconnected and reconnected as part of the re-roof? Yes No
13. Has the Fire Department approved the heat kettle location on a hot roof before permit is issuance? Yes No NA
14. Are any mechanical, electrical, gas or plumbing items being replaced in conjunction with the re-roof? Yes No